

## VIEW EMPLOYER HISTORY

## Introduction

This section of the document will show how a TPA can view the summary of employment and wage detail history by employer accounts. You can view the employment and wage detail summary for each assigned employer account for a chosen quarter. The search results will include the employer account number, name, year/quarter, total UI gross wages, amounts due, and wages withheld.

**Step-by-Step Instructions:**

1. Navigate to the employment and wage detail home page using the instructions provided in the section 'Navigating to employment and wage detail home'.
2. Click on the link 'View Employer History'. The following page will appear. Enter search criteria to limit results by employer account number and/or year/quarter. Click on 'Search'.

Change Password | Logoff

TPA Home

Account Maintenance

Assign TPA Role

Employment and Wage Detail Reporting

- Submit Employment and Wage Detail File
- Submit Employment and Wage Detail File for Quarters Prior to 2010
- View Employer History**
- View Submission History

**Third Party Administrator**

TPA ID: 100 TPA Name: XXXXXX

**View History Search**

Employer Account Number:

Year: 2009

Quarter: All

Search Reset

3. The search results will appear as shown below.

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TPA Home

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Assign TPA Role

Employment and Wage Detail Reporting

- Submit Employment and Wage Detail File
- Submit Employment and Wage Detail File for Quarters Prior to 2010
- View Employer History**
- View Submission History

Payment Information

Searches

User Maintenance

**Third Party Administrator**

TPA ID: 100 TPA Name: XXXXXX

**View History Search**

Employer Account Number: 10004344

Year: 2009

Quarter: All

Search Reset

**Search Results**

Employer Account Number	Employer Name	Year	Quarter	Total UI Gross Wages	Quarterly Amount Due	MA Wages Subject to Withholding	DOR Withheld Amount
10C	Employer	2009	3	\$14,000	\$850.65	\$0	\$0